

## FORUM 2017: Creating Connections Together



# Creating Connections Together Through Real Estate Services

# DGS Division of Real Estate Services

***Executive Order 75 – issued on June 22, 2004***

***Establish a unified and fully integrated real estate portfolio management system for the agencies and institutions of the Executive Department, based on the following enterprise-wide goals:***

- Increase collocation and bargaining power
- Decrease total and per-person space allocations
- Reduce total costs
- Maintain agency security and operational needs
- Augment or maintain agency functional space and real property services



# Authority - Code of Virginia

## CODE OF VIRGINIA

The following sections of the Code of Virginia and the Appropriations Act are applicable to DRES:

Virginia Code Sections	Subject
2.2-1130	Care of Virginia War Memorial Carillon
2.2-1131	Maintenance and Utilization Standards
2.2-1131.1	Establishment of performance standards for the use of property
2.2-1136	Review of easements; maintenance of real property records (includes Chapter 211 Act effective 7/1/2014)
2.2-1137	Location, construction or lease of state consolidated office buildings
2.2-1140	Assignment of office space
2.2-1146	Department may lease certain state property; preparation of leases by Attorney General; disposition of rentals
<b>2.2-1147 through 2.2-1156:</b>	
<b>General statutes regarding real estate transactions by departments, agencies and institutions of the Commonwealth</b>	
2.2-1147	Definitions
2.2-1147.2	Equal access to state-owned or controlled property; Boy Scouts of America and Girl Scouts of the USA
2.2-1148	Approval of actions; conveyances in name of the Commonwealth
2.2-1149	DGS to review proposed acquisitions of real property; approval by the Governor; exceptions
2.2-1150	Conveyance and transfers of real property by state agencies; approval of Governor and Attorney General; notice to members of General Assembly
2.2-1150.1	Lease or conveyance of any interest in State Police communications tower or site
2.2-1150.2	Use of communication towers for deployment of wireless broadband services in unserved areas of the Commonwealth
2.2-1151	Conveyance of easements and appurtenances thereto to cable television companies, utility companies, public service companies, political subdivisions; lease of space to a credit union; Communication Towers



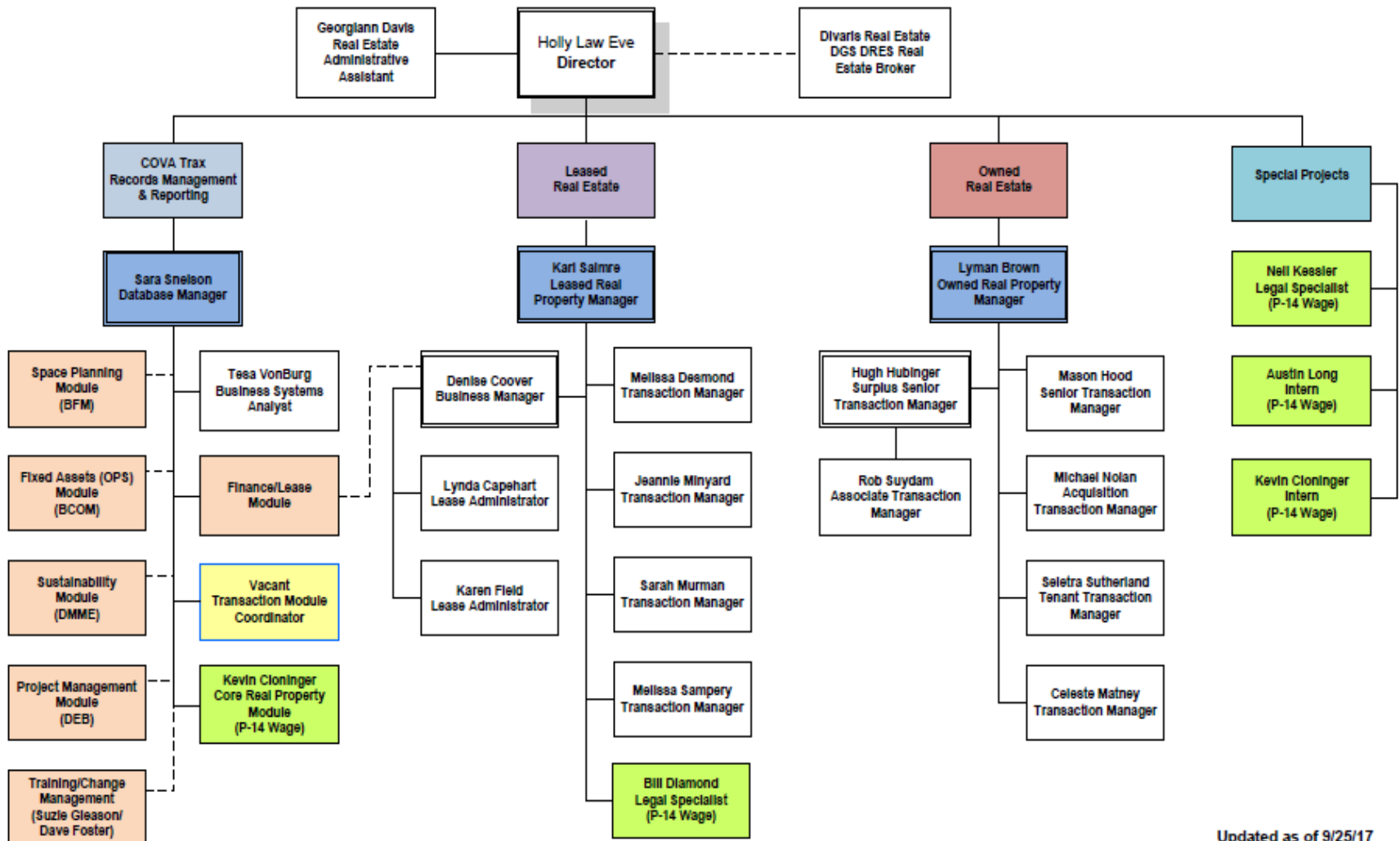


***Holly Law Eve, CCIM***  
***Director, DGS Division Real Estate Services***

- More than 30 years of experience in the corporate and commercial real estate finance industry
- Experience includes corporate property management; commercial/construction loan origination, administration and servicing; lease and site acquisition negotiation; recovery management and liquidation of non-performing loans and real estate owned assets
- Virginia Tech and Virginia Commonwealth University Graduate
- Lifelong Virginia resident who enjoys water sports and is a Red Cross Water Safety Instructor and an Advanced Open Water Scuba Instructor



**DEPARTMENT OF GENERAL SERVICES (DGS)  
DIVISION OF REAL ESTATE SERVICES (DRES)**



Updated as of 9/25/17



**FORUM 2017: Creating Connections Together**



# Real Estate Portfolio

## By the NUMBERS

432,213 acres of land

in 1,019 locations (sites)

132,502,739 SF

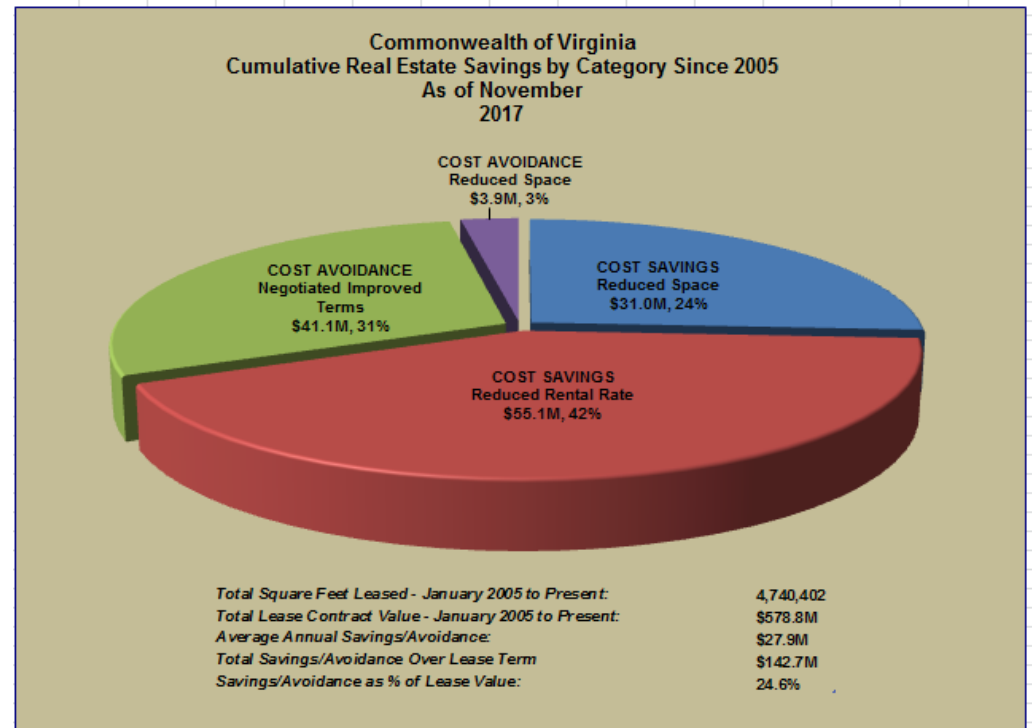
In 11,743 owned buildings

547 leases administered

with annual rental of \$66,853,837

\$143 million in cost savings and  
avoidance since 2005

1,925 non-DGS Administered leases









***Karl Saimre***  
***Manager, Leased Real Property***

- Joined the DGS Division of Real Estate Services (DRES) Team in 2010
- Serves as the Manager for Leased Real Property, overseeing +/- 490 commercial leases with an annual value of \$64 million
- Prior to joining DRES, Karl spent 5 years in a California commercial real estate firm focusing on leasing, property management, new development and affordable housing
- Karl holds an Operations Management degree from the University of Delaware, a MBA from the University of Hawaii and a Masters of International Management from Thunderbird Global School of Management







**Jeannie Minyard**  
**Transaction Manager**

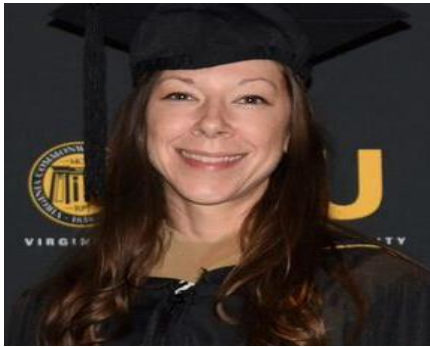
- Born in Ruston, Louisiana, and raised in Dallas, Texas, Jeannie joined DRES as a Transaction Manager in 2014
- She previously served in Commercial Development at Dallas Fort Worth International Airport assisting with the real estate development of over 4,000 acres planned for retail, restaurant, office, industrial and hospitality development outside the central terminal area
- Prior to her role at DFW Airport, Jeannie worked with the management and marketing/leasing groups at Holt Lunsford Commercial, a North Dallas commercial real estate service and investment company
- Jeannie also has 11 years' experience with Citi Financial managing a portfolio of REO assets
- Jeannie holds a bachelor's of business administration degree in real estate from the University of North Texas



**Melissa Desmond**  
**Transaction Manager**

- Originally from Cincinnati, Ohio, Melissa has been a Transaction Manager with DRES since 2011
- Prior to her tenure, Melissa served as a Real Estate Manager at the Virginia Department of Health (VDH)
- Working as the chief contact between VDH and DRES, Melissa brings customer agency experience to her position
- A state employee since 2008, Melissa has two decades of commercial real estate experience
- She has an associate's degree from the University of Cincinnati





### **Melissa Sampery** **Transaction Manager**

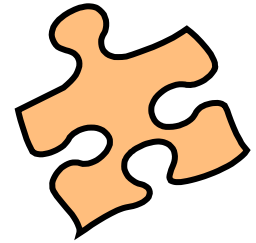
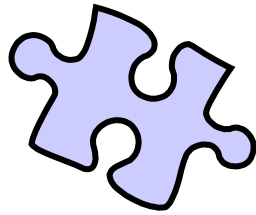
- Melissa Sampery joined DRES in October 2012 and now serves as a Transaction Manager
- Melissa is a lifelong Virginia resident who has dedicated her education and career to real estate
- Melissa holds a bachelor's degree in business with a concentration in real estate and urban land development from Virginia Commonwealth University and a master's degree in real estate valuation from VCU's Graduate School of Business
- Melissa has experience in new home sales and commercial retail and office leasing.



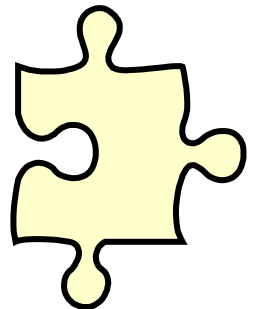
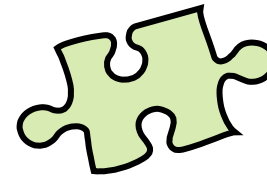
### **Sarah M. Murman** **Transaction Manager**

- Serving as a Transaction Manager for DRES since 2007, Sarah has nearly three decades of real estate experience
- Before coming to DRES, she served as a property manager and a realtor
- She has her bachelor's degree from Virginia Commonwealth University and her associate's degree from J. Sargeant Reynolds Community College
- She also earned a designation as a Real Property Administrator from the Building Owners Management Institute (BOMI) organization





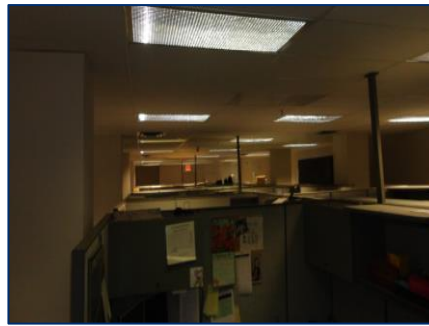
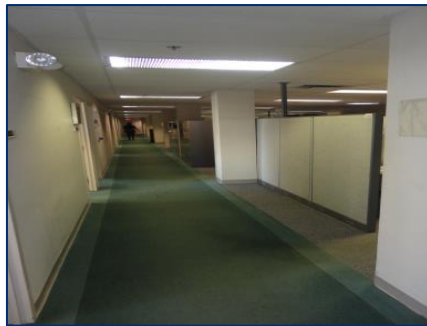
- Space Needs
- Operational Requirements (Federal or other regulations)
- Budget (Certification of Funds)
- Current Lease Environment
- Remain in Existing location?
  - Review of existing floor plan
  - Discuss improvements to the space
  - Negotiate with existing Landlords
- Lease Preparation
- Signed Lease
- Construction Management
- Agency Vendor Coordination:
  - Cable, furniture, security, audio/visual, filing system, moving, VITA, etc.
- Existing Space and Property  
Surplus – surplus - surplus



# Space Reduction Success Story

## Department of Environmental Quality – Richmond

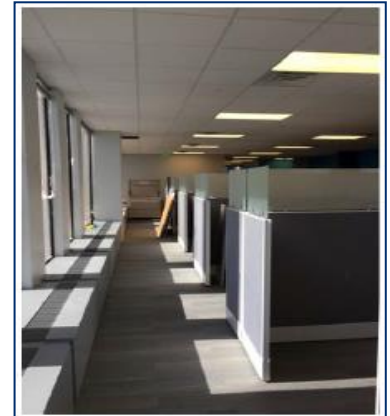
- Prior Leased Property
  - Building originally built in 1922
  - Leased since 1993
  - 104,237 square feet occupying 10 floors
  - Duplication with breakrooms, restrooms, copiers and administrative services
  - Large closed in spaces not for today's working environment
  - Teams located on separate floors



# Space Reduction Success Story

## Department of Environmental Quality – Richmond

- New Leased Property
  - Building originally built in 1973
  - Major common space renovations planned
  - Lease starts in 2018 (buildout in progress)
  - 81,553 square feet occupying 4 floors (21.6% reduction of space)
  - Removed 241 file cabinets
  - Space plans redesigned for team work and collaboration
  - Modern workstations with electronic desk risers
  - Designed to consider natural light penetration
  - \$1.6 million in incentives from the new Landlord

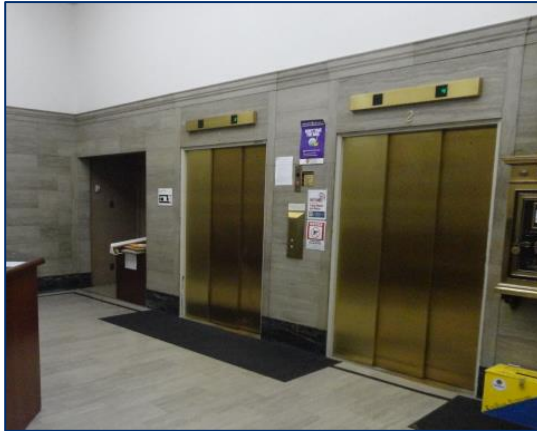




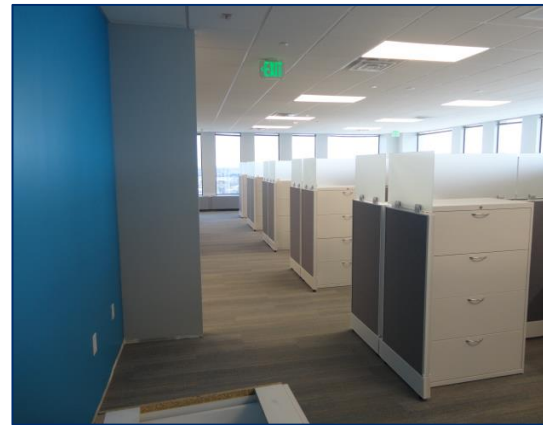
# Space Reduction Success Story

## Department of Environmental Quality – Richmond

Before



After



# Space Reduction Success Story

## Department of Social Services Division of Child Support Enforcement



- Attract and retain employees
- Refined office model and service delivery model
- Digitized files, electronic record keeping and electronic payments
- Collaborative spaces and staff ownership of office design
- 10 year plan to work through 25 lease office portfolio
- In the first 3 years, they consolidated 6 offices into 3 offices
  - Fairfax + Alexandria = Northern
  - Henrico + Petersburg = Central
  - Norfolk + Virginia Beach = Eastern





# Space Reduction Success Story

## Department of Social Services Division of Child Support Enforcement

- Reduced the number of offices by 12%
- Reduced the square footage to 24,500 square feet (26.7% reduction)
- Lease cost savings = \$674,000 per year (33% reduction)
- Modern office space
- Designed for natural light penetration
- Collaborative break/gathering areas



# Space Reduction Success Story

## Department of Social Services Division of Child Support Enforcement

Before



After



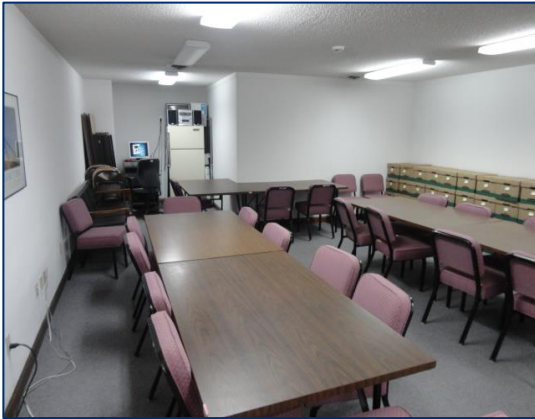
# Space Reduction Success Story

## Department of Social Services Division of Child Support Enforcement

Before



After





# Co-location Lease Success Story

## Forest Office Park – Henrico County



- 127,694 SF leased in four business park buildings
- Six agencies - 448 state employees:
  - Department of Social Services
  - Department for the Aging and Rehabilitative Services
  - Department for the Deaf and Hard of Hearing
  - Indigent Defense Council
  - Department of Transportation
  - Department of the Blind and Vision Impaired
- Initial Term expired in 2015
- Renewal negotiation results:
  - Rent savings = \$474,000
  - \$1.7 million in Tenant Improvements
  - \$383,000 Refurbishment Allowance
  - \$1.1 million Furniture amortized allowance
  - Early termination right for defined programs







**Denise Coover**  
**Business Manager**

Denise has served as the Division's Business Manager since 2007 and heads up the Lease Administration Team. Prior to coming to DRES, Denise worked 18 years for Circuit City Stores Inc., as the Manager of Property Management in the Real Estate Department. She has completed the Managing Virginia Program.



**Lynda Capehart**  
**Lease Administrator**

Since 2008, Lynda has served as a Lease Administrator for the Division. In this position, Lynda manages a portfolio of 245 leases collecting, organizing, abstracting, processing payments, and maintaining rental and other pertinent information. Prior to coming to DRES, she worked for Circuit City Stores Inc., where she served part of her tenure as a Property Administrator.



**Karen Field**  
**Lease Administrator**

Karen has served as a Lease Administrator for DRES since 2009. Prior to coming to DRES, she worked two years for CarMax Auto Superstores Inc., as a Property Administrator and 15 years for Circuit City Stores Inc., as the Assistant Property Manager. Karen has over two decades' experience in property management.



# Lease Administration and Facilities Management

## Agency Responsibilities:

- Manage day-to-day

- Routine maintenance items

  - Janitor, landscaping, other

- Keep communication log with landlord:

  - Date

  - Issue

  - Resolution

- No resolution - escalate to Lease Administration

## DRES Responsibilities:

- Lease payments and reconciliations

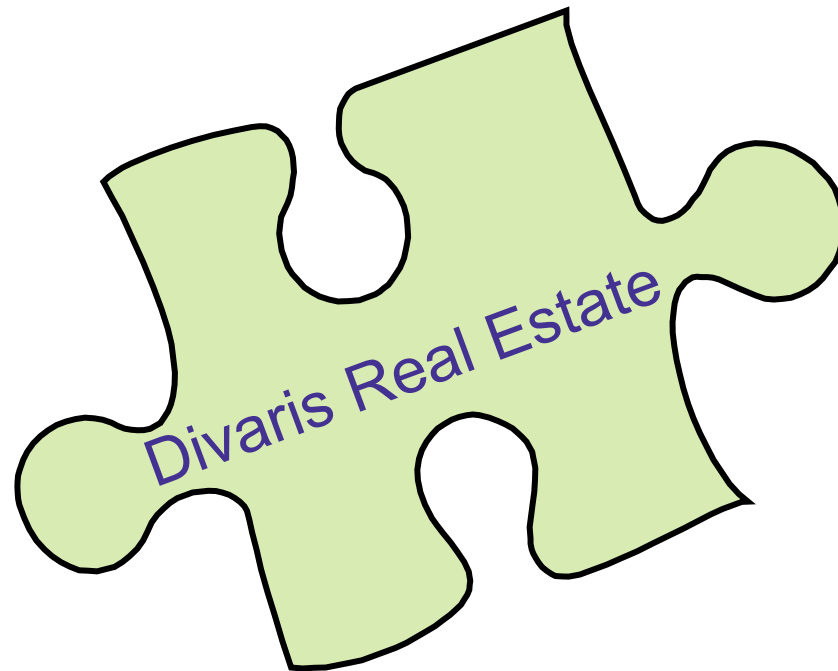
- Enforce the terms of the lease

- Provide any formal notice

- Approve or initiate any self-cure clause







# Real Estate Brokerage and Property Management

## DEBBIE WAKE

Senior Vice President

Phone: 804.225.4010

Email: [dwake@divaris.com](mailto:dwake@divaris.com)



## FRED KARP

Senior Vice President

Phone: 804.786.0406

Email: [fred.karp@divaris.com](mailto:fred.karp@divaris.com)



## KYLE VERNON

Senior Analyst

Phone: 804.225.3771

Email: [kvernon@divaris.com](mailto:kvernon@divaris.com)



## STEVEN LINDSAY

Analyst

Phone: 804.225.2450

Email: [steven.lindsay@divaris.com](mailto:steven.lindsay@divaris.com)



FORUM 2017: Creating Connections Together



# Real Estate Brokerage and Property Management

- Divaris Real Estate, Inc. (Divaris) has been contracted to assist DRES by providing real estate brokerage and property management services
- Founded in 1974, Divaris is a certified SWaM vendor headquartered in Virginia Beach and they have six regional offices across the Commonwealth
- Divaris has four agents who work in the DRES office full-time
- Divaris has designated agents in each of their offices who are trained and experienced in managing public transactions



# Real Estate Brokerage and Property Management

- Divaris can assist public bodies in a wide variety of transactions:
  - Purchase and Sale of Real Estate
    - Experience with pricing, disposition and acquisition of unique institutional properties including educational and correctional facilities
  - Leasing
    - Divaris has represented public bodies in projects from 500 SF to 500,000 SF and can assist in preparing RFPs for any type of commercial space
    - Renewals and amendments: ask for a free market analysis before exercising lease options. Divaris may be able to negotiate a better rate or building improvements
    - Market and lease or sub-lease excess space
    - Extensive experience with higher education
    - Can assist with leasing rooftops, towers and land to cellular providers for additional revenue
  - Property and Project Management
    - Maintenance, rent collection, lease administration, accounting and financial reports
    - Project management for both tenant improvements and capital improvements



# Real Estate Brokerage and Property Management

Some of the Virginia public entities that Divaris has assisted outside of the state's executive branch agencies:



Northern Virginia  
Community College



The Peninsula's Community College

WILLIAM & MARY

CHARTERED 1693

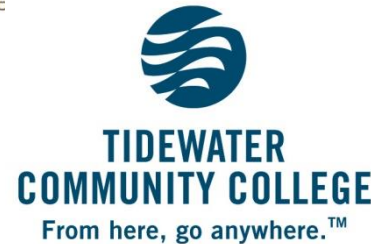
SOUTHERN VIRGINIA  
HIGHER EDUCATION CENTER



Opportunity Lives Here



Virginia Information Technologies Agency



FORUM 2017: Creating Connections Together







## **Georgiann Davis**

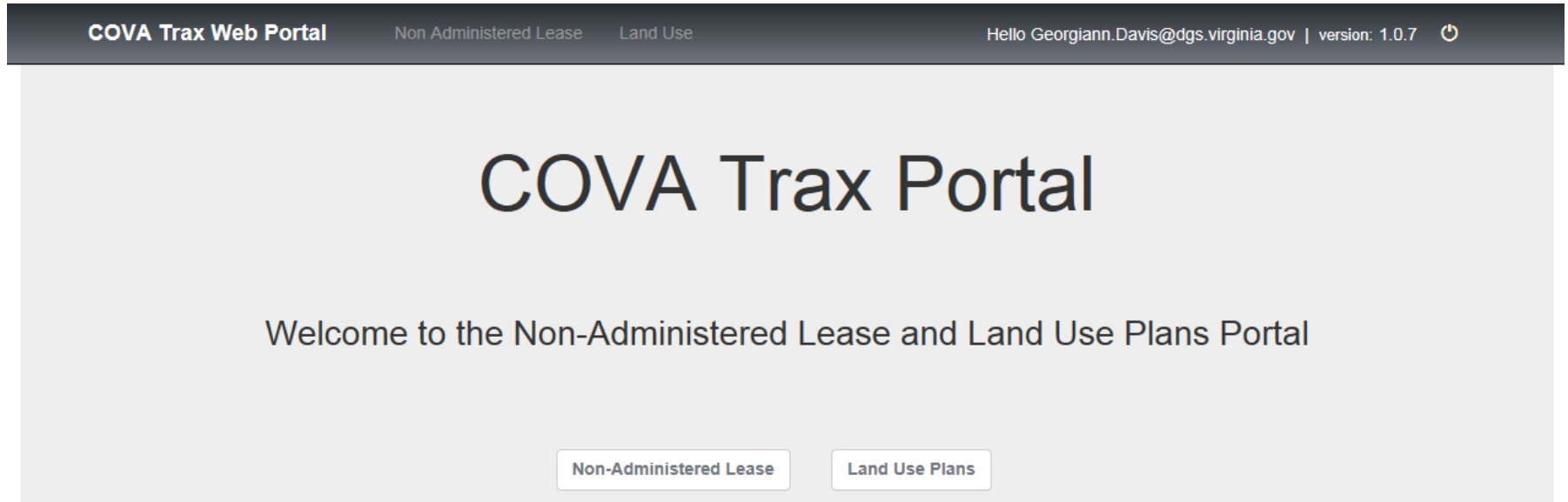
### **Real Estate Administrative Assistant**

- Georgiann joined DRES in May 2014 as the Division's Real Estate Administrative Assistant
- Received her VCA certification in June 2016
- Has more than 30 years of experience as an Executive/Administrative Assistant in the Richmond area
- Georgiann is a native Richmonder
- Previously worked for the Virginia Department of Minority Business Enterprise, the VCU Health System and other companies in the Richmond area
- Has an associates degree in Information Systems Administration from J. Sargeant Reynolds Community College





# COVA Trax Web Portal Access – Non-DGS Agency Administered Leases







## Lyman Brown Manager Owned Real Property

- Lyman has been with DRES since 2006. Lyman manages the acquisition and disposition of real estate leasehold interests and fee interests on behalf of the Commonwealth, as well as supervising individuals with similar responsibilities.
- Prior to joining the Commonwealth, he worked in the residential mortgage and securities industries and served as an in-house corporate attorney.
- A native of Cincinnati, Lyman earned a bachelor's in economics and government from the College of William & Mary and earned his juris doctorate from the University of Virginia School of Law.





## **Mason Hood**

### **Senior Transaction Manager**

- Originally from Charlottesville, Mason joined DGS in 1990
- She graduated from Ohio Wesleyan University with an interdisciplinary degree in urban studies (planning) and has worked in some aspect of the real estate industry since graduating
- Having seen the Commonwealth's approach to real estate transform to its current structure, Mason brings a great deal of knowledge and experience to DRES



# Title Examinations, Title Insurance and Settlement Services



## COMMONWEALTH of VIRGINIA

### SOLICITATION ~ OFFER ~ and AWARD Non-Professional Services

Sealed Invitation for Bid (IFB) for  
**TITLE EXAMINATIONS, TITLE INSURANCE, AND SETTLEMENT SERVICES**  
**NIGP Codes 94615-Appraisal Services, 94646-Escrow & Title Services, and 96866-Right of Way Services**

1. Contract #: TO BE ISSUED AT TIME OF AWARD	2. IFB #: EKB-2014-0626	3. Date Issued: JUNE 26, 2014	4. Due Date / Time: AUGUST 5, 2014 02:00PM EST
For Information Contact: Ebony K. Beaver, VCO, VCA via email at: <a href="mailto:ebony.beaver@dgs.virginia.gov">ebony.beaver@dgs.virginia.gov</a> <b>NO QUESTIONS WILL BE ANSWERED VIA TELEPHONE</b>			
5. ISSUING OFFICE: Department of General Services Central Procurement Unit (CPU) 1100 Bank Street, Suite 724 Richmond, Virginia 23219		6. SHIP TO:  As stipulated in individual eVA Orders	

### SOLICITATION

7. This is an advertised solicitation consisting of (1) [the Purpose](#); (2) [Scope of Work](#); (3) [Mandatory General Terms and Conditions](#); (4) Mandatory [Special Terms and Conditions](#); and other provisions, representations, certifications, or specifications as per attached or incorporated herein by reference. **Sealed bids for furnishing the Services set forth in the schedule must be returned to the Issuing Office (Item #5 above.)** If hand carried, deliver to the CPU located on the seventh floor of the address indicated above. **Complete bids must be received prior to 02:00 P.M. local time on the Date Due indicated above in Item #4 above.** Bids will be publicly opened at 11:00 A.M. (local time), August 6, 2014, in the CPU Conference Room, 1100 Bank Street, Seventh Floor, Suite 724, Richmond, Virginia.

**CLARIFICATION OF TERMS:** If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidder should contact the Contracting Officer named below in writing via email or fax no later than five (5) working days before the due date. No questions will be answered by telephone. Any revisions to the solicitation will be made only by an addendum issued by the Contracting Officer. The addendum, if necessary, will be posted online at <http://www.eva.virginia.gov>. It is the responsibility of the Bidder to download the addendum.

**PERIOD OF CONTRACT:** One (1) year term contract with five (5) additional successive one (1) year renewal options.

Issued by: Ebony K. Beaver, VCO, VCA  
DGS Contracting Officer

*Ebony K. Beaver /s/*  
Signature







## ***Michael Nolan***

### ***Transaction Manager, Owned Team***

- Joined DRES after a rewarding and diverse stint in the fast-paced world of New Jersey land development and real estate
- Brings over 30 years' experience in land development, construction; acquisition, conveyance and leasing; site planning design; and land use/zoning review and approvals.
- Has expertise in land title and use rights including various forms of ownership, easements, grants, licenses, encumbrances, use restrictions and zoning rights
- Previously, Mike was a partner in an engineering and architecture firm, served as chairman of his local Zoning Board of Adjustment and worked for a commercial real estate broker.





# Additional DGS Contracts

## Pre-Qualified Contractors:

- Pre-qualified Small Business Contractors List
- Professional Services – Category B
- Energy Performance-Based Contractors

## DEB Contracts:

- Power Conditioning Contractors
- Facility Assessment Services
- Non-Professional Construction Related Services
- Construction Testing and Environmental Services
- Security Consulting
- Sub-Metering Contract
- Web-Based Construction Cost Accounting – GCPay
- Institute for Building Technology and Safety (IBTS) Agreement
- Fire Suppression System Testing, Maintenance and Repair Term Contract
- Water Treatment Services
- Maintenance and Repair for Building Automation, Fire Alarm and Security Systems
- Fire/Water Damage Emergency Restoration

For the complete list, go to the DGS DEB website at <http://www.dgs.virginia.gov/DivisionofEngineeringandBuildings>



# Acquisition Success Story



## Department of Game and Inland Fisheries (DGIF)

### New Headquarters - Henrico County

- 88,960 SF, single story office/industrial flex building constructed in 1998
- Owned by SCP-G Villa Park LLC
- 9.035 acres
- 39% occupied, including UHS, Inc., Honeywell and OfficeMax
- Under contract to purchase at \$7.99 million or \$89.90/SF. Overall “turn-key” costs for DGIF to relocate was \$8.526 million.
- Initiated negotiations in June 2014 and closed July 2, 2015
- 2009 Capital appropriation of \$10 million Non-General - Game Protection Fund



# Disposition and Savings



## New DGIF Headquarters – Henrico County

**THIS PURCHASE OPPORTUNITY WAS ONLY ABLE TO BE REALIZED DUE TO FORTUITOUS TIMING!**

- DGS was able to act quickly and secure the acquisition due to the existing project authorization and having the support of the Commonwealth's Department of Planning and Budget
- DGIF recovered approximately \$5 million from the surplus sale of their existing Broad Street Headquarters Facilities and the former PPEA build-to-suit Hanover Northlake site of 15 +/- acres is listed for sale
- DGIF will receive \$285,000/year from the 3<sup>rd</sup> party Villa Park occupant leases
- DGIF will eliminate the annual Hamilton Street Warehouse lease expense of \$48,000



# Acquisition Story – In Progress



## Virginia Workers Compensation Commission (VWC) New Headquarters – Richmond

- 7 year project; reviewed 26 properties
- 125,225 square foot 4 story office building constructed in 1997
- Owned by Media General (Berkshire Hathaway)
- 6% occupied, including a technology company
- Leasing with option to purchase provides private sector flexibility to construct \$4.3 million of tenant improvements
- Purchase option priced at \$175 per square foot
- Initiated negotiations in June 2016 and projected close in June 2018
- Capital appropriation of \$21 million Non-General Funds



# Disposition and Savings

## New VWC Headquarters

**THIS PURCHASE OPPORTUNITY WAS ONLY ABLE  
TO BE REALIZED THOUGH TENANCITY!!**

- VWC HQ relocation and office consolidation
  - HQ built in the early 1980's (reused by the Virginia Science Museum)
  - Consolidate 3 leased office locations, saving \$200,000/year in lease expenses
- Update court and mediation rooms, improve security and modernize the office environment
- VWC will receive \$78,000/year from the 3<sup>rd</sup> party building occupant lease
- Downtown, close to Capital Square







***Seletra Sutherland***  
***Transaction Manager, Owned Team***



- Joined DRES in September 2015, following an exciting career in the private sector real estate industry
- As a Licensed Real Estate Broker, she brings over 10 year's experience in commercial and residential acquisitions, sales, property management and leasing
- Owned and operated a real estate firm that specialized in the development and management of commercial mixed-use historic renovation properties
- Holds a B.A. degree from the University of Maryland, College Park and she is currently pursuing a Master of Public Administration degree from Virginia Commonwealth University's Graduate School of Government and Public Affairs
- Brings a customer centered approach to her role as Transaction Manager with DRES





## ***Celeste Matney*** ***Transaction Manager, Owned Team***

- Celeste Matney joined DRES in 2017
- She is a Transaction Manager of wireless communications infrastructure and the acquisition of real estate leasehold and fee interests on behalf of the Commonwealth
- Celeste began her career in the private sector legal and real estate fields
- Prior to joining DRES, Celeste served several years in the public sector with the Virginia Department of Transportation acquiring real estate interests and relocating displaced individuals and businesses for road construction and maintenance projects
- She was an honored recipient of the 2008 Federal Highway Administration award for Streamlining and Integration for her contribution to the Grundy Flood Project
- Celeste earned a bachelor's in political science from Appalachian State University and her masters in business administration from King University

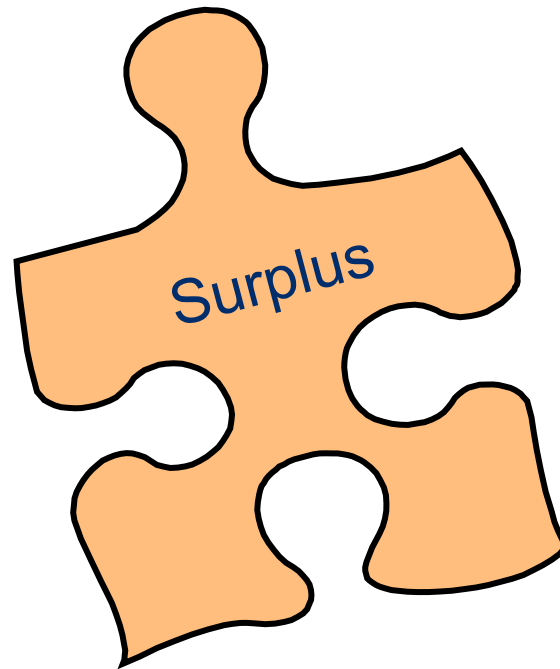


# Income Opportunities



- Residential Housing Portfolio
  - Ensure state-owned or leased properties occupied by employees for residential use are in safe and habitable condition, and policies are consistent across all agencies in the Commonwealth
- Communication Towers, Antennas, and Radio Distribution Devices
  - Assist agencies in acquiring or conveying an interest in real property for providing communications or information services, and wireless broadband service in “unserved areas”
- Third Party Tenants
  - Lease space within owned facilities at market rents to private sector occupants







## **Hugh Hubinger**

### **Senior Transaction Manager**

- Hugh, originally from Wilmington, Delaware, has worked for DRES since 2007
- Hugh is a Senior Transaction Manager
- Hugh's primary responsibility is the sale of surplus real estate, which has generated \$65 million in sales of surplus property during his tenure
- Hugh has 15 years' experience in commercial business lending
- He holds a bachelor's degree from the University of Richmond





## **Robert Suydam**

### **Associate Transaction Manager**

- Rob has been with DRES since September 2017 and has worked for the Commonwealth for over 25 years
- Prior to coming to DRES, he was a Forestland Conservation Specialist for the Virginia Department of Forest, where he negotiated and developed perpetual conservation easements on approximately 20,000 acres of land
- Robert has a Bachelor's of Arts degree from Mary Washington College (now the University of Mary Washington) and a Master's Degree in Science, majoring in Environmental Science and Public Policy from George Mason University
- He spends a great deal of time playing outside. His interests include cycling, remote control sailing, climbing, hiking, and paddle boarding.







I Want To...



I'm Looking For...



I Need to Contact...



Home » Real Estate Services » Real Estate for Sale/Lease » Surplus Property Sales

## Division of Real Estate Services

Search DRES



About

Real Estate for Sale/Lease

[Surplus Property Sales](#)

How Virginia Sells Surplus Real Estate

Guide to Processing Income Leases

Leased Real Estate

Virginia-owned Real Estate

COVA Trax

Resources

Updates

DRES Jobs

Forms & Documents

Contacts

Virginia's Real Estate & Assets Management System

### SURPLUS PROPERTY SALES

The following properties are available for sale through the Commonwealth's commercial broker, Divaris Real Estate, Inc. The sale of underutilized property is directed by the Code of Virginia §2.2-1156. More information on the process can be found at this link: [Process for Selling Surplus Real Estate](#).



Cheatham Annex - 37.7 acres



Market Street - 13,946 SF; 2 acres



Northlake - 15.44 acres



Shirley Avenue - 5,467 SF; 1.04 acres



# Disposition

- Land Use Plan
  - annual agency reporting, confirming inventory
  - DGS identifies underutilized property
- Interagency transfers
- Sales to localities at fair market value for local economic development



Since 2005-2017 total surplus closed sales & property under contract

- 95 properties
- 1,942 acres
- Total sales \$117,517,764



# Appraisals and Appraisal Reviews



DEPARTMENT OF  
GENERAL SERVICES

## COMMONWEALTH of VIRGINIA

DEPARTMENT OF GENERAL SERVICES (DGS) – CENTRAL PROCUREMENT UNIT

### **SOLICITATION - OFFER - and - AWARD**

**Invitation for Bids (IFB) (SET-ASIDE FOR SMALL BUSINESSES)**  
**REAL PROPERTY APPRAISAL SERVICES (NIGP Codes 94615, 91814, 96866)**

Contract #:	IFB #:	Date Issued:	Date Due:	REQ #:	Approval #:
TBD following Award	NCH-2012-0829	August 29, 2012	October 3, 2012 at 11:00 AM EST		
Contact the Contracting Officer for information: Nezette Howard at <a href="mailto:nezette.howard@dgs.virginia.gov">nezette.howard@dgs.virginia.gov</a> (804) 786-8768					
<b><u>ISSUING OFFICE:</u></b> DGS Central Procurement Unit (CPU) 1100 Bank Street, STE 724 Richmond, Virginia 23219-3639			<b><u>SHIP TO:</u></b> Services to be performed at locations identified on each eVA Order issued under this Contract.		



# Annual Land Use Plan Submissions

https://covatrax.dgs.virginia.gov/lands/Details/116

Land Use Plan Update - Co...

**COVA Trax Web Portal** Non Administered Lease Land Use Users Admin Hello Sara.Snelson@dgs.virginia.gov | version: 1.0.7

☒ Land Use Plan - Site Record Update

COVA Trax ID: S-000133 Name: DGS CAPITOL AREA RICHMOND CITY  
Site Address: CAPITOL SQUARE City: RICHMOND  
Zip: 23219 Total Acreage: 45.89  
FIPS Code: RICHMOND CITY - 760

➔ From your last land use submission, please update changes below

☒ Land Use Plan Instructions

Cemeteries: NO  
Employee Residence #: 0  
Building(s) Demolished/Planned? NO  
Number of existing buildings on this site? 24  
Is each building fully occupied or utilized? NO  
Comments:

Any Land Acquired? NO  
Any Land Disposed? NO  
Number of existing easements on this site? 0  
Antenna? YES  
Any portion of the building being used or occupied by another entity or agency? YES  
Agency Surplus Designation: IN USE

Agency User Status: [READY FOR REC MIGMT] 9/1/2016 8:01:42 AM by PHILIP.UCCI@DGS.VIRGINIA.GOV

Save Cancel

☒ Upload Documents

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Browse... Document Upload



# Web Portal Access – LUP Summary Page

Summary - Land Use Plan - ... X

COVA Trax Web Portal Non Administered Lease Land Use Users Admin Hello Sara.Snelson@dgs.virginia.gov | version: 1.0.7

Land Use Plan Summary

Name: DGS Agency Code: -SELECT-  
City: FIPS Code: -SELECT-  
Agency User Status: -SELECT- Site To Include: -SELECT-  
Rec Mgmt User Status: -SELECT-

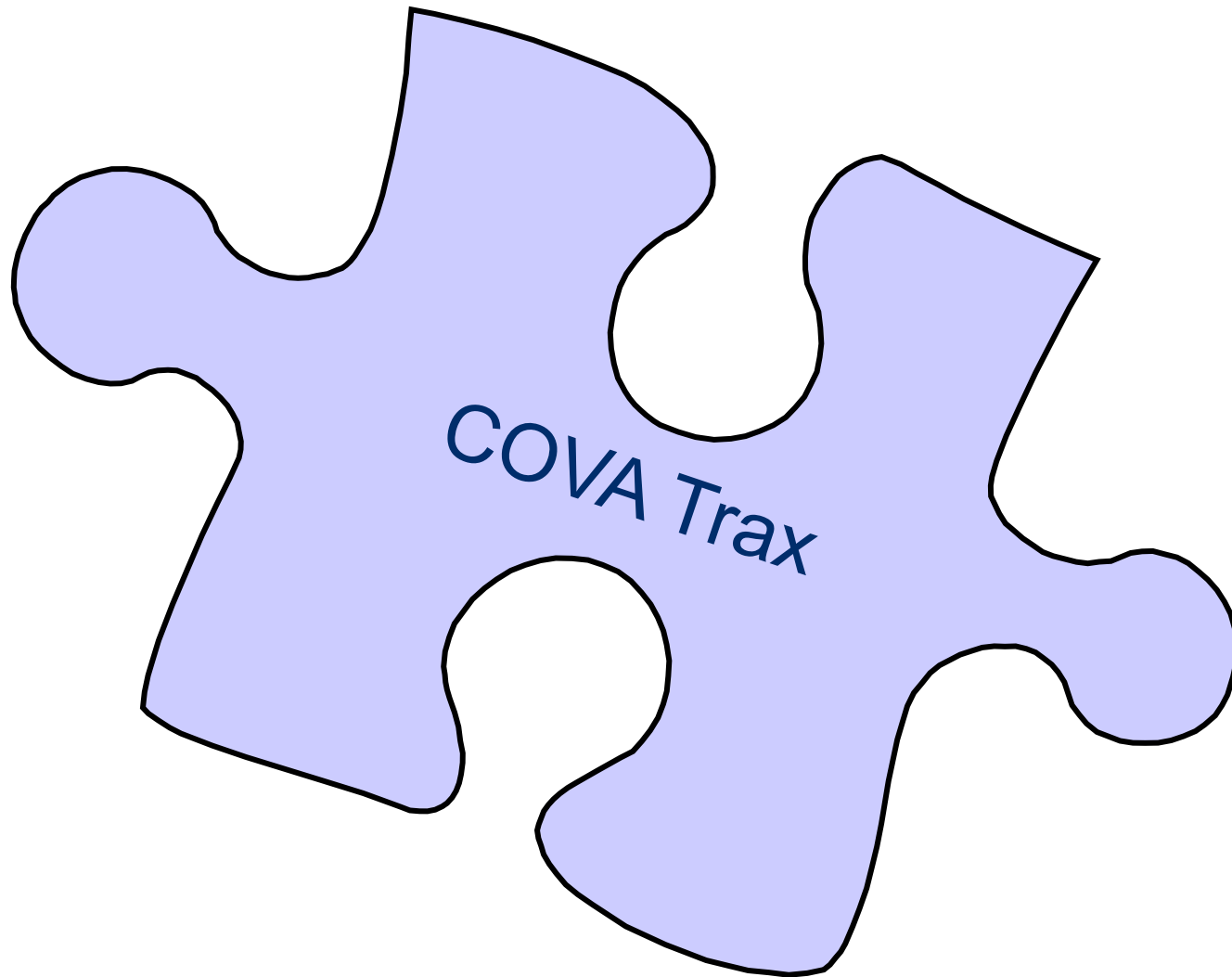
Search Reset

Summary - Double click row to Edit... Export Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agy. Status	Rec Mgmt Status
04/14/17	S-015568	DGS SHENANDOAH ALMS HOUSE	ROUTE 678	SHENANDOAH	SHENANDOAH COUNTY - 171		
04/14/17	S-015561	DGS HAMLET BEQUEATH APPOMATTOX CO	BURNETT'S ROAD	APPOMATTOX COUNTY	APPOMATTOX COUNTY - 011		
04/14/17	S-015549	DGS CIT COMPLEX NORTHERN VIRGINIA	2214 ROCK HILL ROAD #600	HERNDON	FAIRFAX COUNTY - 059		SUBMITTED TO COVA TRAX
04/14/17	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		SUBMITTED TO COVA TRAX
04/14/17	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		SUBMITTED TO COVA TRAX
04/14/17	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087	READY FOR REC MGMT	
04/14/17	S-000146	DGS LIBRARY OF VIRGINIA ARCHIVES HENRICO CO	1998 CHARLES CITY RD	RICHMOND	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX
04/14/17	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087		SUBMITTED TO COVA TRAX
04/14/17	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061		SUBMITTED TO COVA TRAX
04/14/17	S-000142	DGS 10.7789 ACRES NEWPORT NEWS	12050 JEFFERSON AVE	NEWPORT NEWS	NEWPORT NEWS CITY - 700		SUBMITTED TO COVA TRAX
04/14/17	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139		SUBMITTED TO COVA TRAX
04/14/17	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760	READY FOR REC MGMT	
04/14/17	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760		SUBMITTED TO COVA TRAX
04/14/17	S-000136	DGS JAMES MONROE TOMB RICHMOND CITY	412 S CHERRY ST	RICHMOND	RICHMOND CITY - 760	READY FOR REC MGMT	
04/14/17	S-000135	DGS VIRGINIA WAR MEMORIAL RICHMOND CITY	621 S BELVIDERE ST	RICHMOND	RICHMOND CITY - 760	READY FOR REC MGMT	
04/14/17	S-000134	DGS LEE MONUMENT RICHMOND CITY	1700 MONUMENT AVE	RICHMOND	RICHMOND CITY - 760	READY FOR REC MGMT	
04/14/17	S-000133	DGS CAPITOL AREA RICHMOND CITY	CAPITOL SQUARE	RICHMOND	RICHMOND CITY - 760	READY FOR REC MGMT	











**Sara Snelson**  
**COVA Trax Database Manager**

- More than 20 years of experience in the corporate and commercial real estate industry
- 8 years with DRES
- Experience includes: database implementation and data migration; database management; query, reporting and analysis; corporate property management; and lease administration
- Lifelong East Coast resident who enjoys puzzles (any kind but addicted to Sudoku and Kakuro!), reading and movies





## **Tesa Vonburg** **Business Systems Analyst**

- Tesa Vonburg, born in Bethesda, Maryland and raised in Northern Virginia, has over 15 years of experience working in various IT roles supporting business systems software for the military, federal, state, and private sectors
- Prior to coming to DRES in 2017, Tesa served as a Senior Business Systems Analyst with AT&T since 2013
- Tesa has an associate's degree from Northern Virginia Community College and continued her education at Strayer University, pursuing her bachelor's degree in Criminal Justice Information Systems



# Manhattan @ Commonwealth = COVA TRAX

User Name

Password

Remember me ☐

[Forgot Your Password?](#)



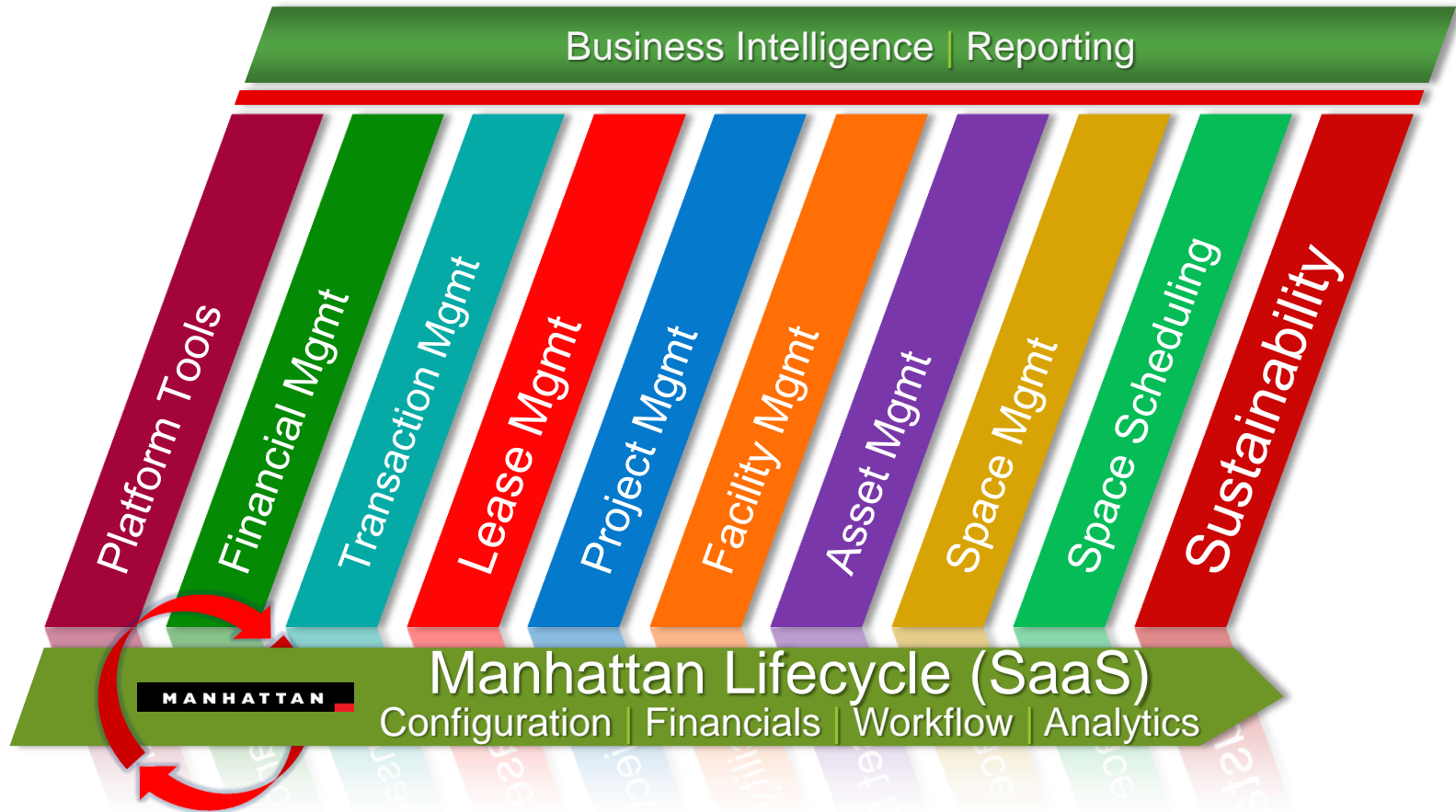
Virginia's Real Estate & Assets  
Management System



MANHATTAN  
Version - Commonwealth of Virginia (Production) 9.6.32 SP1



# COVA Trax Integrated Modules



# Administering & Reporting Lease Portfolio

## Lease Obligation Summary Report

Payable Operating

Lease count : 457

Fiscal Year End

June 30

\$ Amount

2017	47,273,150.58
2018	40,853,428.55
2019	34,419,375.96
2020	27,296,417.29
2021	22,419,542.38
2022-2026	57,467,217.67

MANHATTAN

TRIAL RUN REPORT

Agency Code: 154

Pay/Rec	Lease ID	Legal Entity/Tenant ID	Transaction Type	Description of the Charge	Due Date	Batch ID	Grand Total
R	L-000942	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	10,300.00
R	L-000944	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	13,059.11
R	L-000846	T-000243	INV	Fixed Operating Expenses (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	1,091.80
R	L-000846	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	13,081.00
R	L-000848	T-000243	INV	Additional Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	1,153.60
R	L-000848	T-000243	CRD	Fixed Operating Expenses (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	-2,127.15
R	L-000848	T-000243	INV	Fixed Operating Expenses (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	2,127.15
R	L-000848	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	16,724.45
R	L-000848	T-000243	CRD	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	-16,724.45
R	L-000850	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	39,338.17
R	L-000852	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	1,390.50
R	L-000854	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	4,248.75
R	L-000856	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	9,805.50
R	L-000858	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	1,184.50
R	L-000860	T-000243	INV	Settled Rent Review Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	12,821.41
R	L-000862	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	19,082.82
R	L-000863	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	16,525.77
R	L-000866	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	6,354.76
R	L-000867	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	12,914.32
R	L-000869	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	16,355.99
R	L-000872	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	9,837.58
R	L-000874	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	5,407.50
R	L-000876	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	5,199.96
R	L-000880	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	1,815.89
R	L-000881	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	6,790.61
R	L-000884	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	13,251.72
R	L-000887	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	4,752.21
R	L-000889	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	7,903.80
R	L-000891	T-000243	INV	Fixed Miscellaneous Costs (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	2,306.54
R	L-000891	T-000243	INV	Fixed Operating Expenses (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	127.50
R	L-000891	T-000243	INV	Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	12,875.00
R	L-000891	T-000243	INV	Fixed Utilities (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	629.96
R	L-000893	T-000243	INV	Settled Rent Review Base Rent (Receivable) From 04-01-2016 to 04-30-2016	05/01/2016	99999999	15,371.12

Total

## Lease Abstract Report



### Lease Details

Property Ownership	LEASED		
Lease ID:	L-000954	Address 1:	9237 QUIOCASIN RD
Lease Name:	DMV WEST HENRICO CSC HENRICO ML	Address 2:	
Property ID:	P-003163	City:	RICHMOND
Property Name:	DMV WEST HENRICO CSC HENRICO CO.	State:	VA
Site ID:		ZIP Code:	23229-5425
Site Name:		Country:	USA
Region:	HENRICO COUNTY - 087		
Planning District:	RICHMOND REGIONAL PDC - 15		
Agency:	DMV_154		
Total Rentable Area:	7,800.00		
Unit of Measure:	SF		
Tenant Name:	DGS - 194 DEPARTMENT OF GENERAL SERVICES		

### General Lease Information

Original Lease Start Date:	11/01/1975	Lease Type:	TRIPLE (BR+TAX+INS+UTL+MT)
----------------------------	------------	-------------	----------------------------



FORUM 2017: Creating Connections Together



# Owned Property

Main Page
Legacy IDs

Sites

DOF CUMBERLAND STATE FOREST CUMBERLAND CO

Map Info

Deeds (6)

Properties (25)

CURRENT

Site ID
S-000550

Site Name
\*IF CUMBERLAND STATE FOREST CUMBERLAND CO

COVA GL ID
COV\_DGS

COVA GL Name
\*COMMONWEALTH OF VIRGINIA / DGS

Agency
DOF\_411

Region
R-049

Site Type
LAND

Owned vs Leased
OWNED

Address
RTE 1 BOX 250

Address Line 2

City
CUMBERLAND

State
VA

Country
USA

ZIP Code
23040

Tot Site SF
706158565

Tot Site Acreage
16,211.17

Main Page
Legacy IDs

Deed

CURRENT

Site ID
S-000550

Site Name
\*DOF CUMBERLAND STATE FOREST CUMBER

Deed ID
D-001268

Deed Name
\*DOF FROM DCR 01 07 1994 CUMBERLAND S

COVA GL ID
COV\_DGS

COVA GL Name
\*COMMONWEALTH OF VIRGINIA / DGS

Agency
DOF\_411

Agency Deed No.
4110003500001

Deed Type
\*IALT

Transaction Type
TRANSFER

Address
CUMBERLAND STATE FOREST

Address 2

City
CUMBERLAND

State
VA

Country
USA

ZIP Code
23040

Deed Date

Recorded Date

Commonwealth Role
GRANTEE

Grantee / Grantor
\*DEPARTMENT OF CONSERVATION & RE

Rever. Interest

Main Page
Legacy IDs

Property

CURRENT

Property ID
P-001931

Property Name
\*DOF CUMBERLAND CO CARPENTERS SHOP

COVA GL ID
COV\_DGS

COVA GL Name
\*COMMONWEALTH OF VIRGINIA / DGS

Site
S-000550

Region
R-049

Agency
DOF\_411

Property Type
\*OTH

Owned vs Leased
OWNED

Address
751 OAK HILL RD

Address 2

City
CUMBERLAND

State
VA

Country
USA

ZIP Code
23040

Gross Prop Area
4,368

Unit of Measure
SF

Description

CO2 Approved Date

CO2 Amount

Property Value Date

Property Value

Book Value

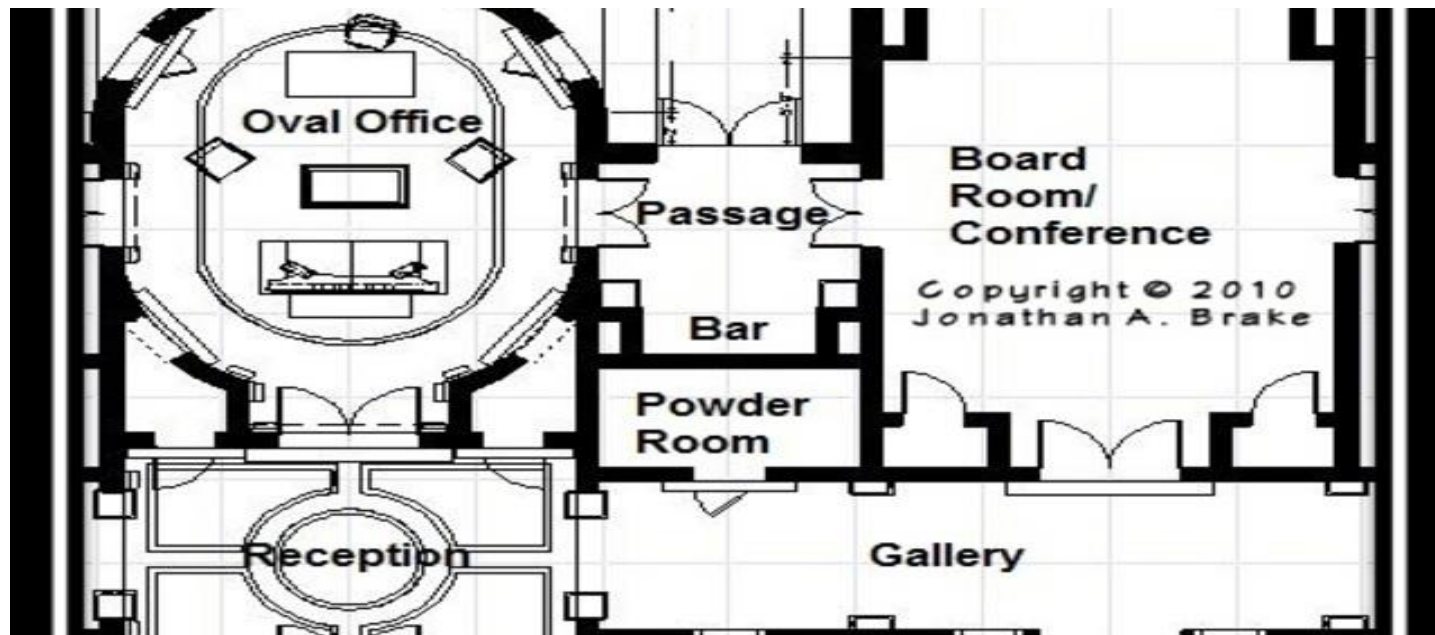
Date Sold

Status
\*IN USE





# DGS Bureau of Facilities Management & Emergency Management Space Management



# DGS Division of Engineering & Buildings (Executive Mansion Inventory) Fixed Assets

Fixed Asset Management

Asset Management

Fixed Assets

Asset Reference		Property Category		Count	*	
Asset Serial Number		Internal Key	NEW	Purchase Cost	*	
Asset Name		Edit Value		Acquisition Date	*	/16
Alternative Reference		FA or Maint Asset		Disposal Date		/16
Site		Voucher No		Category		/16
Asset Type	*	Asset Type Desc		Project		/16
Ledger	*	Account Set	*	Unit		/16
Property Ref		Property Name				
Agency		Cost Centre				

Child Asset Reference	Serial Number	Asset Type	Asset Value	Inactive

From 1 To 1 Of 0

Depreciation Policy	Policy Type	Method	Open Book Value	Start	End	G/L	Detail
				/16	/16		

Transfer Summary Reclassify

From 1 To 1 Of 0

Item 1 Of 0



# DGS Bureau of Capital Outlay Maintenance Reserve – MR FIX



# Department of Mine, Minerals & Energy Sustainability – Energy Management





# Future Opportunities DGS Surplus Property



Virginia's Real Estate & Assets  
Management System



DEPARTMENT OF  
GENERAL SERVICES

Serving Government. Serving Virginians.

Office of Surplus  
Property Management



FORUM 2017: Creating Connections Together





# Future Opportunities

## DGS Procurement - eVA



# COVA Trax tracks . . .



FORUM 2017: Creating Connections Together



